Any individuals who serve as both a committee member and PI (or associate) will get reminders relating to personal and committee submissions.

All messages indicate a change, action, or attribute which needs your attention.

The most common REMINDERS FOR COMMITTEE MEMBERS are:

- **Reviewer Access Granted** - This lets you know a package has been shared with you. It doesn’t indicate whether you are a Primary or Secondary Reviewer.
- **IRBNet Message from .....** – This indicates that a member or administrator has a specific message for you regarding the referenced package. This is user generated; it is usually used to convey very specific information about a package.

The most common REMINDERS FOR PIS are:

- **Board Action** - An action of the committee has been made in IRBNet.
- **Board Document Published** - Indicates the formal notification of committee action has been published in IRBNet.
- **Project Expiration** - Is generated 30 and/or 60 days in advance of an approaching project expiration.
- **Signed Package** - Indicates that the package has been signed by someone with Shared access to the project.
- **Package Locked/Unlocked** - Indicates that an administrator has locked/unlocked a package.
- **IRBNet Message from .....** – This indicates that a member or administrator has a specific message for you regarding the referenced package. This is user generated; it is usually used to convey very specific information about a package.

Please reference the guides on the webpage below and your respective committee’s webpage for assistance. If additional needs exist, please contact the appropriate personnel below:

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